

Assistant City Manager Deputy City Manager

Chandler, Arizona



Assistant City Manager \$163,216-\$233,166

Deputy City Manager \$152,538-\$217,912





Our Community

Chandler, Arizona, is a forward-thinking community built on entrepreneurial spirit and innovation that enriches the lives of its residents through quality development and infrastructure, excellent job opportunities, outstanding public safety and expansive opportunities for art, culture and recreation.

Since being founded in 1912, Chandler has become the fourth largest city in Arizona with a population of more than 275,000 within its 65 square miles and is part of the Greater Phoenix area, with a regional population of 4.4 million. Chandler is the Community of Innovation, home to one of the fastest-growing innovation and technology centers in the nation.

Our vibrant, diverse, fiscally responsible community offers a supportive business climate that attracts global industry leaders, exciting startups, and talented workers and their families. Developments supporting continued job growth in Chandler delivered 891,394 square feet of office, industrial and flex space last year, with an additional 750,000 square feet under construction. Intel Corporation, Chandler's largest employer, recently announced a \$20 billion expansion, resulting in 3,000 high-skill, high-wage jobs, 3,000 related construction jobs, and 15,000 indirectly

supported jobs. The project has been recognized as the largest private-sector investment in Arizona's history.

Outdoor enthusiasts can find plenty of places to explore in Chandler, which has 67 parks, six aquatic centers and pools, six recreation centers, 349 miles of bike lanes and 10 miles of shared-use paths. Residents enjoy an active arts and culture scene with a museum, performing arts center, two art galleries, multiple golf courses, entertaining downtown area and many celebrations and festivals. Annual events include the Multicultural Festival, Ostrich Festival, Jazz Festival, Fourth of July Spectacular, Hispanic Heritage Month, Woofstock, Tumbleweed Tree and Parade of Lights.

Education is important to Chandler with five school districts providing quality education to residents. The largest, Chandler Unified School District, serves more than 45,000 students in Pre-Kindergarten through 12th grade on 44 campuses, and is one of the highest-rated school districts in the state. The Kyrene and Mesa school districts also boast high-achieving campuses located in west and north Chandler, respectively. With several private, parochial and public charter schools, Chandler families have a wide variety of educational choices for their children. For those seeking higher education, Arizona State University and the University of Arizona are located nearby, including programs offered in Chandler, and Chandler-Gilbert Community College is also located within the city.





Governance and City Organization

Chandler operates under a council-manager form of local government. The Mayor and City Council members are elected “at large” to represent the entire City. The term of the office of Mayor and Councilmembers is four years and is limited to two

consecutive terms. Candidate elections are held in even-numbered years. Each election year, three positions for City Council are up for election, with the election of the mayor held every four years. Municipal elections last occurred in 2020 with two new Councilmembers beginning their initial terms in January 2021. The Mayor and City Council appoint a professional City Manager who is responsible for the day-to-day operations of the organization.

Chandler has five distinct employment corridors and, with less than 10 percent of land available for development, our focus is on quality infill development and preservation of employment corridors. The success of business retention, expansion and attraction programs this past year is anticipated to create \$437 million in capital investments and more than 2,500 jobs over the next three years.

Chandler Municipal Airport is among the busiest general aviation airports in the nation with more than 200,000

operations annually. It offers easy access for business travelers to southwestern U.S. markets and serves as a base for charter, transport and sightseeing excursions, and is home to world-class training institutions and air transportation services for aviation-related businesses.

More than 20 billion gallons of water was provided last year to Chandler’s residential, commercial and industrial customers through two surface water treatment plants and several groundwater well sources. More than 6,000 acre-feet of Colorado River water supply were stored underground to ensure future customer demands can be met during surface water shortages in drought conditions. Chandler also conveyed and treated more than 11 billion gallons of wastewater to A+ reuse standards for the City’s many reclaimed water customers.

Some of the City’s achievements include accredited public works, police and fire departments, AAA bond ratings from all three major rating agencies, Government Finance Officers Association’s Excellence in Financial Reporting for 38 consecutive years and Distinguished Budget Presentation for 32 consecutive years, and National Procurement Institute’s Achievement of Excellence in Procurement for 16 consecutive years.

The Mayor and City Council maintain a Strategic Plan that guides policy goals and was last updated in May 2021. The City has 1,702 employees, with a FY 2021 budget of \$1.058 billion (General Fund \$412 million) and a property tax rate of \$1.1126 per \$100 of assessed value.





About the Positions

The Assistant City Manager position will be vacant due to an upcoming retirement. In addition to the responsibilities of the Deputy City Manager, the Assistant City Manager is responsible for the overall effectiveness of all City operations, strategic and business plans, implementation of policies, and the fiscal integrity of the community on behalf of the citizens of the City of Chandler. In the absence of the City Manager the Assistant City Manager shall serve as the City Manager.

The Deputy City Manager is a newly-created position in the City Manager's Office to provide leadership and administrative guidance that ensures the City's goals and objectives are in concert with the policies and strategic goals of the City Manager and City Council. The Deputy City Manager reports to the City Manager and performs oversight of professional staff in various departments and divisions. Initially, it is anticipated the new Deputy City Manager will oversee the Airport, Development Services, Economic Development and Public Works & Utilities functional areas, although those responsibilities may change over time.

Residency in the City of Chandler is required per the City Charter.

Primary responsibilities:

- Serves on the executive leadership team to assist the City Manager develop, plan and implement goals and objectives to meet the operational needs of the City;
- Provides the City Manager, and City Council with information to support decision-making and policy direction;
- Supervises department/division directors and assigned staff, establishing goals, objectives, performance targets, budgets, resource allocations and expenditures for assigned departments;
- Provides coordination between areas of responsibility and other City departments to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Represents the City Manager's Office, offering input, guidance and resolutions to achieve an outcome that is beneficial to the City's goals and objectives;
- Develops and sustains relationships with community leaders, businesses/industries and government partners;
- Develops and/or assists in the implementation of new programs or enhancements to existing programs, and in operational analysis and recommendations for organizational structure;
- Actively participates in the development of the City's strategic plan, budget and strategies to achieve stated goals and advance the organization to support and meet the needs of the citizens and customers, both internally and externally;
- Performs the duties of City Manager, Assistant City Manager, or Department/Division Directors as needed.





Ideal Candidate

- Broad-based municipal leadership experience with knowledge of all aspects of operations, Council/Manager form of government and complex public policy issues and laws
- A strategic, forward-thinking leader, able to identify and incorporate best management practices and use of technology to improve and enhance service delivery
- Highly effective communication skills with ability to connect and listen empathetically
- Service-first mentality with a strong history of ethical decision-making
- Possess skills to help the City Manager evaluate initiatives and programs to achieve goals and objectives of the City Council
- Commitment to the City's vision, brand, and goals as outline in the Strategic Plan.



Education and Experience

- Bachelor's Degree in Public or Business Administration or related field with 8-10 years' experience in a municipal environment, including three to five years at the senior management level and at least 5 years of supervisory experience
- Significant experience overseeing large programs including operations and capital budgeting at the City Manager's Office or departmental level



Benefits

The City of Chandler offers a comprehensive benefits package for full-time positions. For more detailed information on the benefits offered, please view the Employee Benefits Guide.



Application Process

This recruitment may be used to fill one or both positions. Interested applicants should apply no later than 10/8/21 for initial consideration. Please apply online at Chandler Jobs.

For more information please contact:

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